



On Deck

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NUMBERS

1977 - The year CGC MORGANTHAU and GALLATIN became the first cutters assigned women.

PRE-EMPLOYMENT ADVICE

Illegal Question to Civilian Job Applicant:

Asking an employee or prospective "do you have a disability, how did you become disabled, or what is the nature or severity of your disability?" **Legal Request:** "Please provide the name and telephone number of a person to contact in case of a medical emergency."

IN COAST GUARD HISTORY

Twenty years ago, ASM3 Kelly Mogk became the first Coast Guard woman to graduate from Navy Rescue Swimmer School. Also, that year, Pamela Jones became the first woman promoted to Chief Warrant Officer.

OFFICE OF CIVIL RIGHTS

Ms. Terri Dickerson, Director

CAPT Carl Uchytel, Deputy

Ms. Tina Calvert, Compliance and Liaison

Ms. Arlene Gonzalez, Policy and Plans

Vacant, Resource

Management/Strategic Planning

Ms. Francine Blyther, Investigations and Response

(Contact HQ to obtain a list of all USCG Civil Rights Service Providers.)

Best Practices, Photos to share?
Send to Civil Rights on Deck, 2100 Second St, SW Suite 2400, Washington DC 20593, ☎202-372-4500 Fax 202-372-4967 or by e-mail, deborah.i.gant@uscg.mil

INSIDE COAST GUARD

Help for Employers Hiring Disabled Employees

"Am I required to do anything 'special' for my disabled employee?" "What is a 'Reasonable Accommodation,'" "I have an employee who is going blind ... How can I help her?" Navigating the reasonable accommodation process can be confusing to employers and employees. The Disability Resource Center (DRC) at the Department of Transportation can help facilitate communication, conduct needs assessments, identify resources, and procure assistive technology or services.

What constitutes a "disability-related inquiry," and are such questions prohibited?

The Equal Employment Opportunity Commission's guidance on Pre-employment Questions and Medical Examinations explains in detail. For example, permitted questions include asking: generally about an employee's well being; if an employee who looks tired or ill is feeling okay; whether an employee who is sneezing or coughing has a cold or allergies; or how an employee is faring following the death of a loved one. The same standards apply in the pre- and post-offer stages for determining whether a question is disability-related. For more information, contact DRC, U.S. Department of Transportation, 400 7th Street, SW, M-14.4.4, Room 2110, Washington, DC 20590, Voice: (202) 493-0625, TTY: (202) 366-5273, Fax: (202) 366-3571, Interpreting Service Voice: (202)366-9433, TTY: (202)366-6242, e-mail: drc@dot.gov, web: www.drc.dot.gov.

A ROOM OF THEIR OWN

LANTAREA Accommodates Lactating Mothers with Newly-Refurbished Space

Having become aware of shortcomings in accommodations for nursing mothers who had returned to work, the LANTAREA Federal Women's Program Manager, Cathleen Collins coordinated with Facility Manager, Roger Olson, to make improvements. The previously designated space was multi-purpose and shared with security guards who used its restroom and changing area. Ms. Collins researched the Office of Personnel Management guidelines, obtained feedback from nursing employees, visited other federal and corporate sites, and gathered information at the 2005 Federally Employed Women's Conference. Using the collective information, she briefed the LANTAREA Chief of Staff, who subsequently provided refurbishment funds and a refrigerator for milk storage. The Area reopened the room for nursing mothers' exclusive use. *How does it work?* To gain access to the secured room, mothers check out a key from a central source.

What do employees say? While some have expressed enthusiasm and relief at this accommodation, others have criticized space allocation which they perceive does not benefit everyone in the workplace. The command asserts that a lactation facility is a family benefit which also reduces absenteeism. *Next steps?* When resources allow, the facility may like to consider privacy barriers.

NEXT ISSUE: MORE ON REASONABLE ACCOMMODATION

Civil Rights Office Welcomes Shipmates!

LCDR Leona Roszkowski (not pictured) reported for duty in July 2006, assigned to the Compliance and Liaison unit as assistant Chief. She develops and maintains the Division budget, and monitors projects and follow-up items to ensure timely completion.

Ms. Bernadette Fortenbaugh (right), joined the Office of Civil Rights in October 2006. Assigned to the Policy and Plans unit as an Instructional Systems Specialist, she: evaluates and develops national civil rights training policy. She also sets training standards, monitors program budgets, and develops procedures. She also supports field Civil Rights staff by managing training and resources. Additionally, she provides learning resources on equal opportunity topics to Coast Guard staff.



Ms. Dana Dennison (left) joined the office this month. Assigned to the Strategic Planning and Resource Management Team as a Program Analyst, she also acts as Resource Manager, following the departure of Yvonne Heffner this month. She also serves as: Webmaster, Data and Trend Analyst, Credit Card Certifier, Purchase Order Approver, and Legislative reviewer.

Women of Color in Technology Conference 2006



(Top, left to right) Ms. Donna Walker-Ross, Diversity Outreach Manager, Office of Diversity and Ms. Terri A. Dickerson, Director, Office of Civil Rights, applaud winners.



(Bottom) National Women of Color Award Recipients: ENS Christina Young for Special Recognition; and Rising Stars, ENS Bryana Nicholson and Officer Trainee (OT) Marcia Medina. The Coast Guard extends congratulations to all of the 2006 Women of Color award recipients!

Station Grand Isle Commended!



A Partnership Prevails. Station Grand Isle was awarded the Unit Partnership in Education (PIE) Award for its outstanding tutoring program and assistance to faculty and staff at its partner school, Grand Isle, of the Jefferson Parish (LA) Public School System. During the 2005-2006 school year, the station and school continued their effective PIE program despite the losses imposed by Hurricanes Katrina and Rita. Pictured left: Station Grand Isle CO, LCDR William Gibbons, receiving the Unit PIE Award from Mr. William Porter, Civil Rights Program Manager, on behalf of the Commandant during a ceremony at the station on October 25. Pictured right: Grand Isle School Principal, Mr. Richard Augustin and faculty member, Ms. Juliet Hebert (center), receiving the PIE Partnership Award from Mr. Porter, with LCDR Gibbons (far left).

CIVIL RIGHTS CALENDAR

JANUARY

- ✿ Martin Luther King, Jr. Birthday
- ✿ 23rd: Computer/Electronic Accommodations Program (CAP) Training, "Accommodating Federal Employees with Disabilities," Orlando, FL. Information: Phone (703) 681-8813, cap@tma.osd.mil.
- ✿ 24th-27th: Assistive Technology Industry Association (ATIA) 2007 Conference and Exhibition, Caribe Royale Resort, Orlando, FL. Information: Phone, 312-321-5172, Fax: 312-673-6659, [E-mail: Info@ATIA.org](mailto:Info@ATIA.org).

FEBRUARY

- ✿ Black History Month
- ✿ 19th-24th: California State University Northridge Center Conference (CSUN), Technology and Persons with Disabilities Conference, Los Angeles, CA. Information: Phone: (818) 677-2578, conference@csun.edu.
- ✿ 21st: Internship and Job Fair, Theme: "Think Diversity, Think Gallaudet," Gallaudet University, Kellogg Conference Hotel, Washington, DC, 202-651-6000.

MARCH

- ✿ Women's History Month